

Grant Applicant Report

UST-SWDCB Meeting
December 6, 2018

Grants Management System Process

- Submitted Grant Applications:
 - Curbside Recycling 4 submitted
 - Convenience Center 20 submitted
 - Education & Outreach 12 submitted
 - Recycling Equipment 32 submitted
 - Recycling Rebate 14 submitted
 - Used Oil 18 submitted
 - TOTAL 100 submitted grant applications
- Administrative Review Phase:
 - Grants Team reviewed each application for documentation completeness
 - Title VI Pre-Audit Survey Info, Certification, Budget Organization
 - Plus/Minus 3 applications may be incomplete (ex: Trousdale)



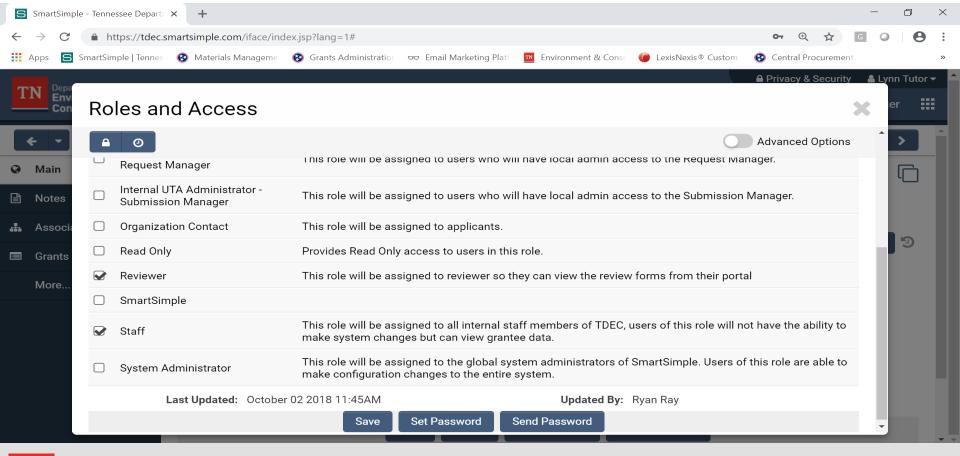
Grants Management System Process

- Technical Review Phase:
 - Assign lead technical contacts
 - Lead contact and management decide Raters
 - Raters score each assigned application and provide notes
 - Scoring report generated for each grant program
 - Scoring report goes to management for final assessment
 - Awarded applications undergo organization to be prepared to merge into contracts
- Grants Management System Functions for Review:
 - Batch update to assign Raters to assigned programs
 - Each Rater will create a review activity (only can be viewed by internal staff)
 - All scores, score averages, and Raters note put into final report



Assigning Technical Roles

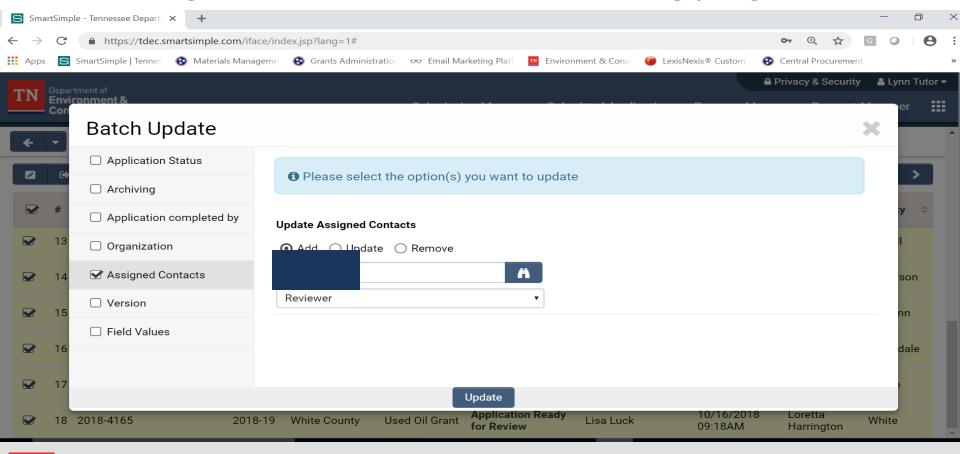
 GMS System Admins (Grants Team) will assign roles for all Raters/reviewers





Assigning Technical Rates to Programs

After assigning roles GMS System Admins (Grants Team)
 will assign Raters/reviewers to correlating programs



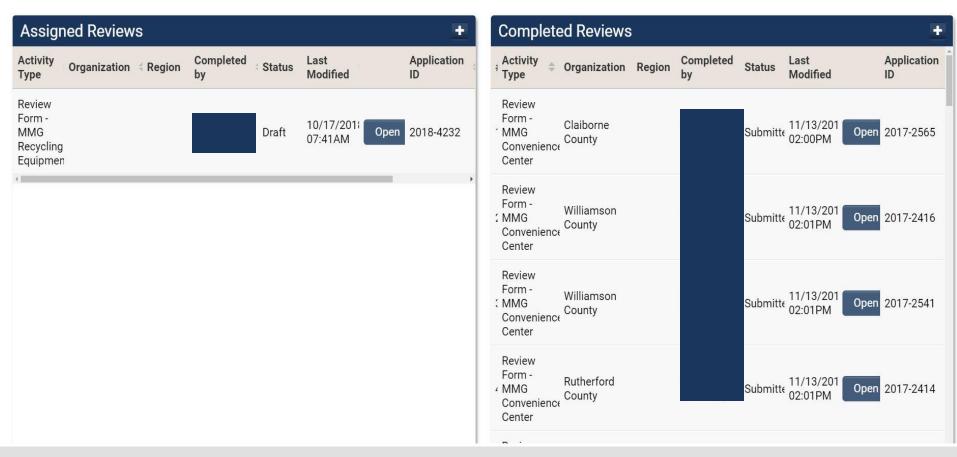


Rater/Reviewer Duties

- Once every Rater has had appropriate roles selected and corresponding program to review assigned, they will then have access to begin rating on their GMS dashboard
- All submitted applications for Rater's assigned program will be in their dashboard
- Each review activity will be in "Draft" mode until the Rater is ready to submit it, upon which, it will move to "Submitted" mode

How to begin ratings on GMS

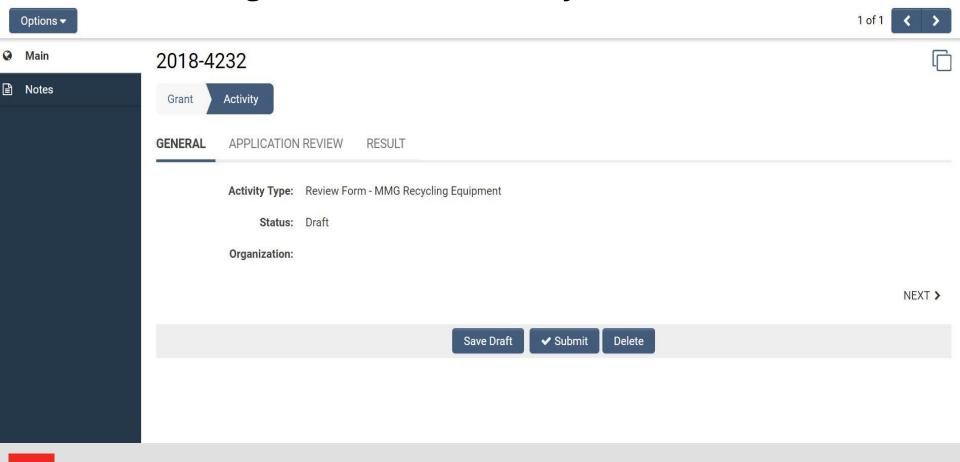
After signing into GMS, Rater should have a dashboard view

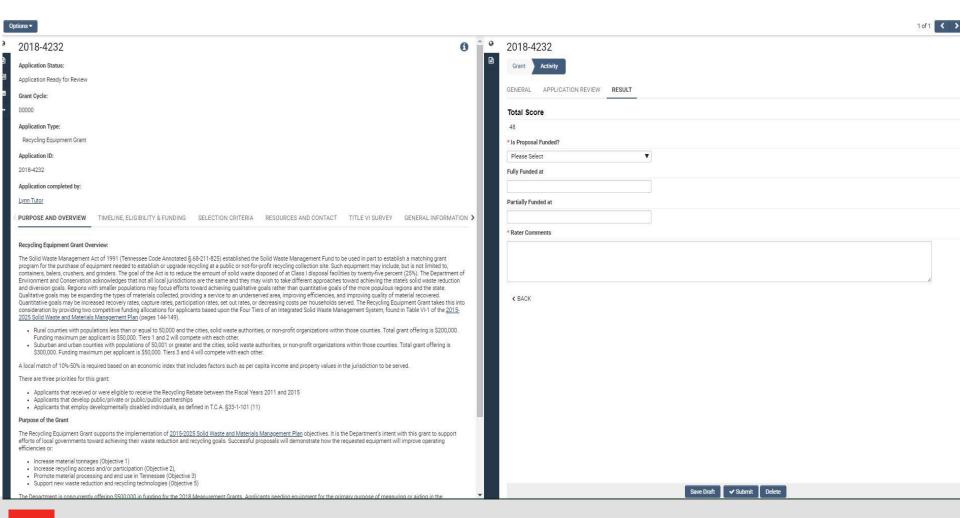




Conservation

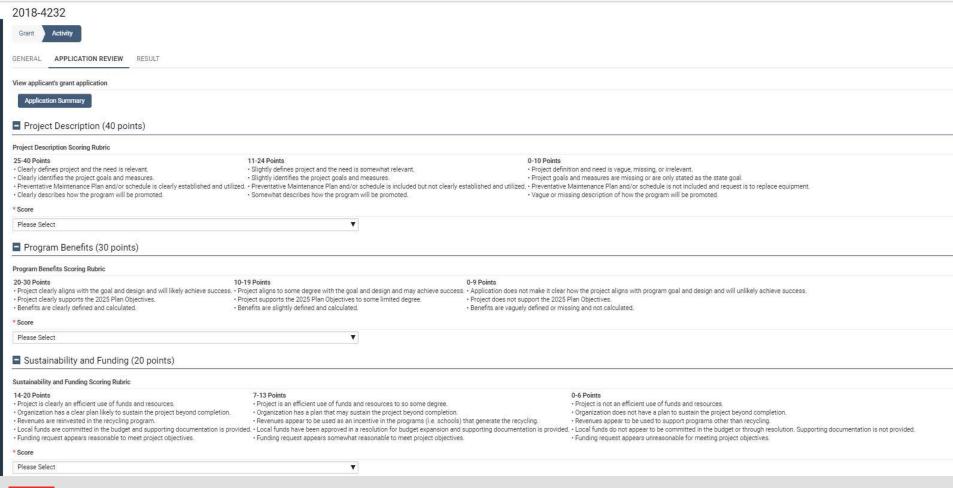
 When Rater opens assigned review activity they will see the following screen. Immediately click save.







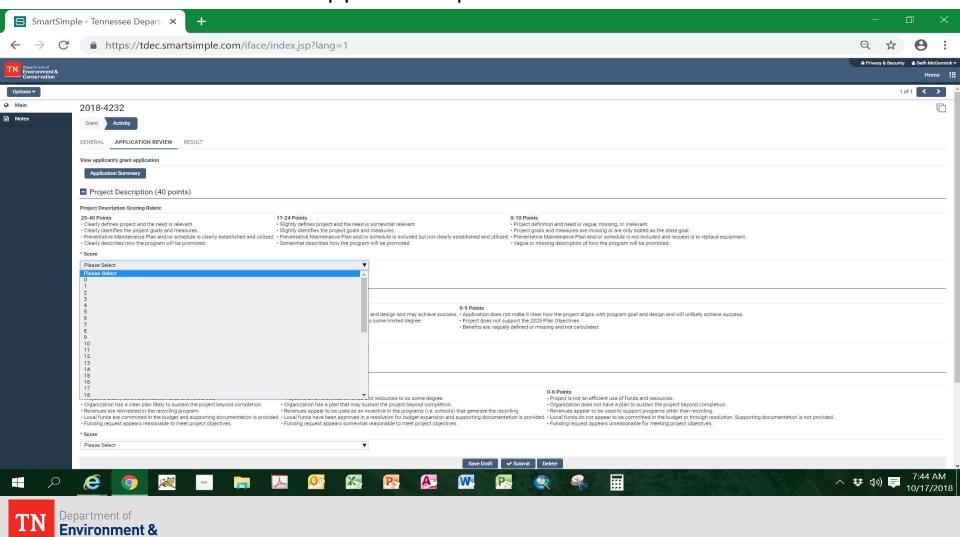
Click on the Application Review tab to see scoring rubric



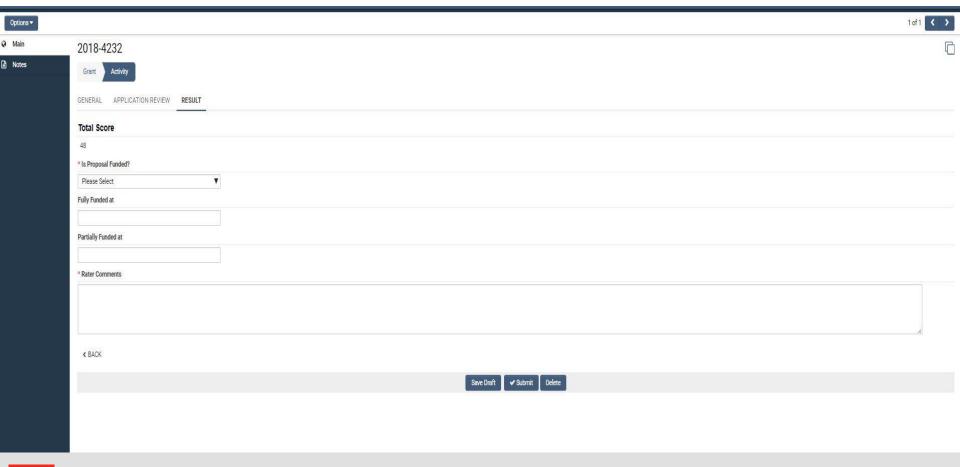


Conservation

Rater will score the application per each section of the rubric

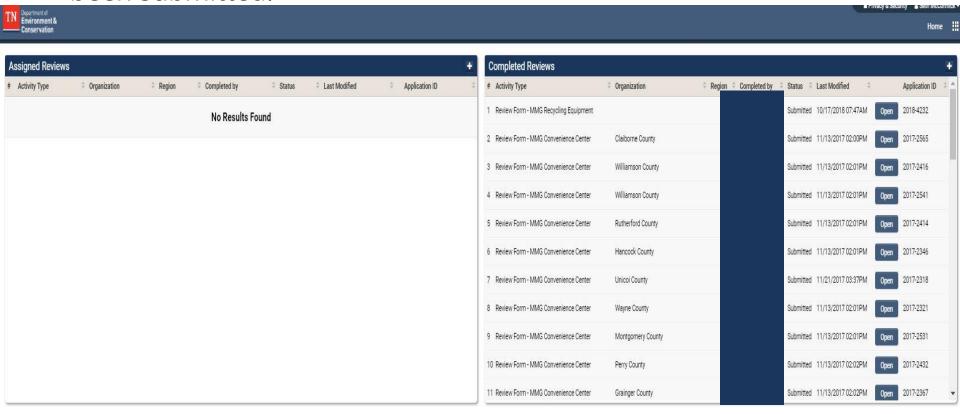


 Rater can then click the Results tab and see the numerical score (remember to click "save draft")



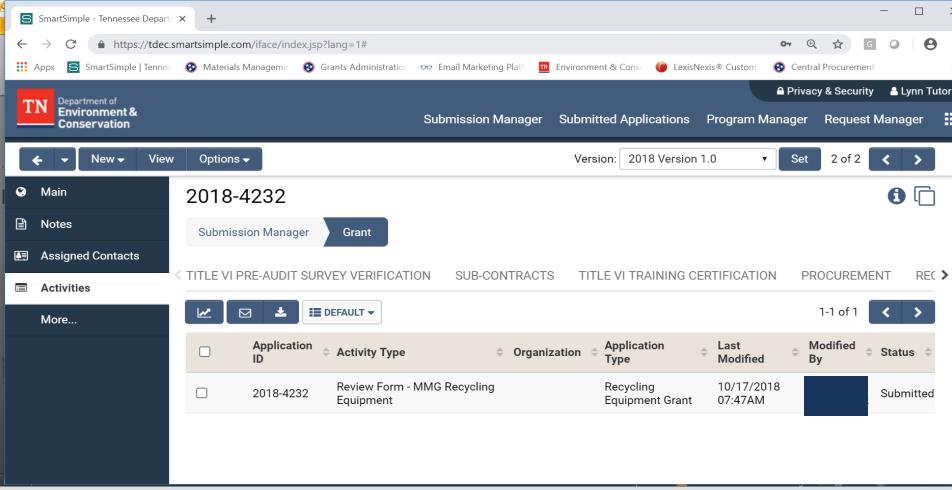


 After submission, Rater can go to dashboard and see that activity has been submitted.



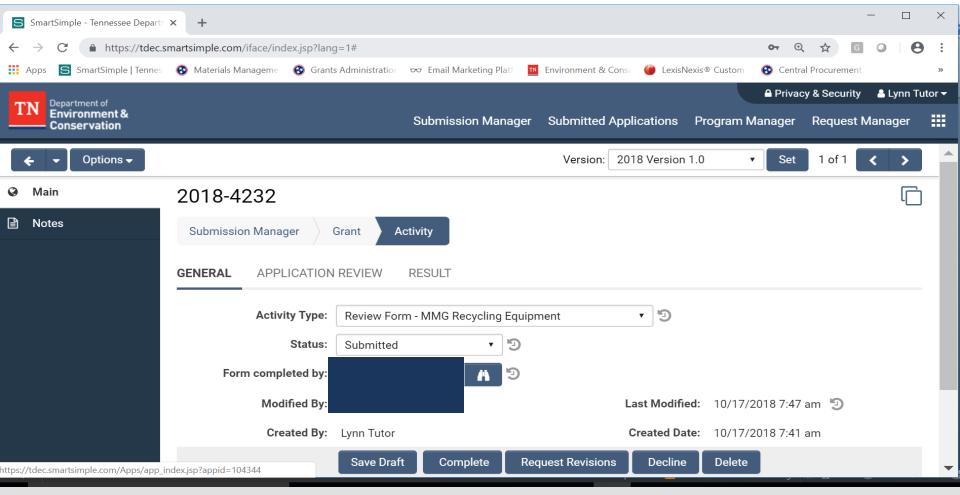


System Admins (Grants Team) can then see the completed activity





System Admins (Grants Team) can access activity if necessary





Evaluation

- The Rater Document Well Written Notes On Point Deductions
 - Professional overview of the proposed project
 - Make useful notes to the Grantee
 - We give an opportunity to visit those that were not awarded
 - Raters names are assigned numbers as the applicant will be able to see all the comments.



Selection Criteria

- Once Raters Have Submitted Their Scores:
 - 1. Lead Technical Staff and Management review the scores
 - The score average and comments are reviewed
 - If a rater(s) do not have adequate documentation or their score falls outside the others then a discussion will be had.
 - 2. All Technical Staff are brought together to discuss each individual application.
 - Discuss their reasons for the score or little things they want brought up to Management.
 - 3. Lead Technical Staff documents these meetings and builds a datasheet with various metrics.
 - How many distressed, rural, urban, or non-profit funded?
 - What types of equipment or facility were requested:
 - How much capacity?
 - Replacement?
 - New Expansions
 - 4. Presented to Upper Management with detailed overview of the projects to make final selection.

Not Funded Reasons

- Incomplete Applications
 - Missing Documentation
 - Not fully submitted
- Ineligible Items
- Not descriptive or fully answering the questions
- Past grant execution
- Have open grant contracts
- No matching dollars
- Cookie Cutter grant projects



Application Spread

DD Authored

4 out of 9 The other 5 probably assisted on technical assistance. This is the DDs preferred result.

of DD Applications

54% 2 Funded

of County Applications

43% 11 Funded

of Nonprofit Applications

3% 1 Funded



Contacts

- For Functionality Issues:
 - Jeni Lind Brinkman or Ryan Ray
 - TDEC.Grants@tn.gov
 - **-** 615-532-6810
- For General Questions on GMS:
 - Lynn Tutor
 - Lynn.tutor@tn.gov
 - **-** 615-532-4967

Contacts

- For Grant Application Administrative Questions:
 - Lynn Tutor or Loretta Harrington
 - Lynn.tutor@tn.gov
 - Loretta.harrington@tn.gov
 - Lynn: 615-532-4967
 - Loretta: 615-532-0086
- For Grant Application Technical Questions:
 - Seth McCormick
 - Seth.McCormick@tn.gov
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Questions



